

Summary of Evidence: Submitting TPGES Quick Reference Card

CIITS: Submitting Summary of Evidence for TPGES

For additional details on the summative evaluation process, please visit:
<http://education.ky.gov/teachers/PGES/TPGES/Pages/TPGES-Summative-Evaluation-Process.aspx>

1. Roll your cursor over **Educator Development** on the navigation bar and click **Summary of Evidence Progress** under Tools and Reports

Tools & Reports
 Teacher effectiveness data and analysis
 My Observation Caseload
 My Observation
 My Professional Growth Plan
 Professional Growth Plan
 Observation Summary
 Student Voice Results
Summary of Evidence Progress
 Self-Reflection
 View Self-Reflection
 Median Student Growth Percentile Results
 PD Reports
 Student Growth Goal

2. Click **Choose another window** and click **TPGES** (this window may already be selected for you by default)

TPGES	In Progress	Drafts	Submitted
Aug, 01 2015 - Jun, 30 2016	0.0%	0.0%	0.0%
Group: Teachers	0 of 48 Educators	0 of 48 Educators	0 of 48 Educators
Choose another window ▾			
2015-2016			
TPGES	Group: Teachers		
Aug, 01 2015 - Jun, 30 2016			
OPGES	Group: Other Professionals		
Aug, 02 2015 - Jun, 30 2016			
PPGES	Group: Principals		
Aug, 02 2015 - Jun, 30 2016			

3. Click on a Teacher's name to open the Summary of Evidence form

Educator Name ^	Review Status
ANDRADE, JOAN	Not Started
ARMSTRONG, ERONA	Not Started
AYALA, MAX	Not Started
DALTON, BROOKLIN	Not Started

4. Use the **Actions** button to access the **Score Guide** to view the State Decision rules on assigning ratings

Actions ▾

- Scores
- Score Guide**
- Comments
- Print

TPGES Aug. 1, 2015 - Jun. 30, 2016: State Decision Rules

TPGES & OPGES DECISION RULES FOR SUMMATIVE EVALUATION			
Minimum Criteria for Determining an Educator's Professional Practice Rating		State Overall Decision Rules for Determining an Educator's Overall Performance Category	
#	Then	PROFESSIONAL PRACTICE RATING	STUDENT GROWTH TREND RATINGS
Domains 2 AND 3 are rated INEFFECTIVE	Professional Practice rating shall be INEFFECTIVE	Exemplary	High OR Expected
Domains 2 or 3 are rated INEFFECTIVE	Professional Practice rating shall be DEVELOPING or INEFFECTIVE	Accomplished	Low
Domains 1 or 4 are rated INEFFECTIVE	Professional Practice rating shall NOT be EXEMPLARY	Developing	Expected
Two Domains are rated DEVELOPING, and two Domains are rated ACCOMPLISHED	Professional Practice rating shall be ACCOMPLISHED	Ineffective	Expected OR Low
TWO Domains are rated DEVELOPING, and two Domains are rated EXEMPLARY	Professional practice rating shall be ACCOMPLISHED		
Two Domains are rated ACCOMPLISHED, and two Domains are rated EXEMPLARY	Professional Practice rating shall be EXEMPLARY		

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[Click Here](#) to access the preparation checklist for the Summative Evaluation Process

5. Use the **Actions** button to access the **Scores** page where you can select domain scores, group scores, and an overall score. When you are finished entering ratings for each score, click the **Save** button

Actions ▾

- + Scores
- ? Score Guide
- Comments
- Print

9 Overall Score Select Score ▾

5 Overall Professional Practice Group Select Score ▾

1 Planning & Preparation Select Score ▾ **Begin Here**

2 The Classroom Environment Select Score ▾

3 Instruction Select Score ▾

4 Professional Responsibilities Select Score ▾

8 Overall Student Growth Group Select Score ▾

6 Student Growth - Local Contribution Select Score ▾

7 StudentGrowth- StateContribution Select Score ▾

Note: It is important to note the order in which the items are listed. You may wish to **start with Planning & Preparation** to enter all domain scores prior to entering the Overall Professional Practice (Group) score. One would then enter local and state contribution rating prior to entering the Overall Student Growth (Group). The final rating one would enter is, Overall Score, the educator's overall performance category rating.

6. Use the **Actions** button to enter **Comments** (optional) for any of the ratings you entered.

Actions ▾

- + Scores
- ? Score Guide
- Comments
- Print

7. Click the comment selector to choose which rating you would like to comment on. After you enter your comment, click **Save**.

Overall Comment ▾

- Overall Comment
- Overall Professional Practice
- Overall Student Growth ▸

Planning & Preparation

The Classroom Environment

Instruction

Professional Responsibilities

8. Use the **Actions** button and click **Submit Final** when you are ready to complete the summative evaluation. Once you Submit Final, the teacher will be able view the evaluation and you will no longer be able to make edits

Actions ▾

- + Scores
- ? Score Guide
- Comments
- ✓ Submit Final
- Print

9. Use the **Actions** button to **Print** the completed form if you would like to keep a paper copy

